

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **YOUTH PROGRAM ASSISTANT**

Jurisdictional Class: **Competitive**

Date Adopted: **August 1, 2006**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for organizing and conducting activities and events that support the personal, social, cultural and academic growth of young people. Specific tasks vary depending on the program area to which the employee is assigned; however, in general the incumbent instructs program participants, assists in program planning and acts as a liaison to community groups. The work is performed under direct supervision of the Youth Bureau Director with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class but an incumbent will oversee volunteers and youth program participants involved in the program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Organizes and conducts a variety of youth program activities;

Interviews and assesses the needs of youth program participants;

Assists a Youth Program Coordinator in planning program activities;

Monitors youth program participants and/or volunteers involved in activities, providing assistance as needed, maintaining order and ensuring safety;

Maintains on-going contact and acts as a program liaison with the various youth groups, community service agencies, schools, parents and the youth within the County;

Accompanies program participants on field trips and to special events;

Acts as a role model and provides guidance to youth;

Provides information on the phone on program services and requirements may schedule appointments, explains procedures and program processes or makes referrals to other community agencies;

Does all of the clerical type work within the Youth Bureau Office;

May be required to create and maintain basic records and reports related to program activities & funding;

Assists the Youth Bureau Director in public relations and recruitment of volunteers;

May attend meetings and trainings related to program areas;

May maintain equipment and supplies needed for the various program areas;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the of the policies, procedures, rules and regulations governing the youth program area assigned;

Working knowledge of computers and Microsoft Word, Excel and email;

Working knowledge of the typical problems and needs of youth;

Working knowledge of public and private resources for provision of services for youth;

Working knowledge of public relations and educational techniques relating to the program area assigned;

Ability to establish rapport with youths;

Ability to plan, organize, and direct the activities of program participants and volunteers;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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Ability to understand and follow oral and written instructions;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State registered or regionally accredited two-year college with an Associate's degree in sociology, psychology, social work, counseling, education, recreation or closely related field; **OR**
- (B) Graduation from a New York State registered or regionally accredited two-year college with an Associate's degree in any field and (1) one year of intense work experience in youth services, youth development, youth recreation, character building, delinquency prevention and youth programming; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working in youth recreation, youth development, character building, delinquency prevention or closely related field; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time or volunteer experience may be prorated toward meeting full-time experience requirements. The Volunteer work experience must be documented in some manner. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENTS: Incumbent **MUST** possess a valid, New York State Motor Vehicle operator's license and have a safe drive history.